ENTRAPASS

WebStation User Manual

KANTECH

A Tyco International Company

DN1709-1107/ Version 5.00

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General Information

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WebStation Documentation

The WebStation documentation is divided into two manuals:

- One for operations: WebStation, *User Manual*, DN1709
- One for installation: WebStation, *Installation Manual*, DN1864

Related Documentation

- EntraPass Global Edition, *Reference Manual*, DN1316
- EntraPass Corporate Edition, *Reference Manual*, DN1415

Technical Support

For technical assistance with WebStation and other Kantech products, please contact our technical support, from Monday to Friday:

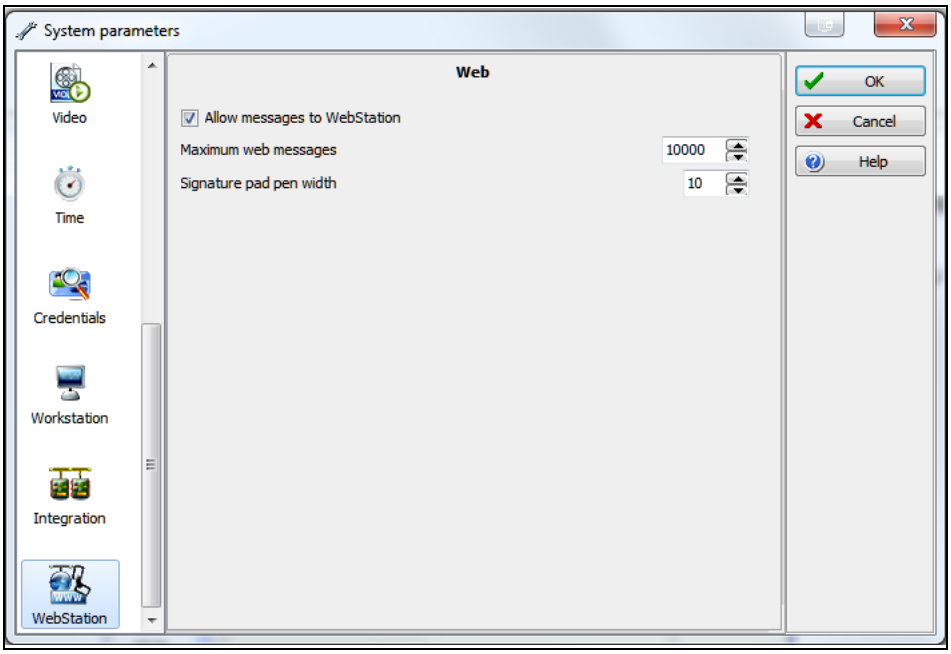
Country/Region	Phone Numbers	Hours	Email
North America Toll Free +888 222 1560 (GMT -05:00)			
US and Canada	Direct: +450 444 2030 Fax: +450 444 2029	8:00 to 20:00	kantechsupport@tycoint.com
Latin America (GMT -03:00)			
Argentina	Direct: +5411 4711 8711 Fax: +5411 4711 8201	9:00 to 18:00	ingenieria@tycoint.com
Asia (GMT +08:00)			
Asia Pacific		8:30 to 18:00	TSP_SouthEastAsia@tycoint.com TSP_China@tycoint.com TSP_India@tycoint.com TSP_NorthAsia@tycoint.com TSP_ANZ@tycoint.com
Europe Toll Free +800 CALL TYCO / +800 2255 8926 (GMT +01:00)			
Bahrain	+800 04127	8:00 to 18:00	emea.support@tycoint.com
France	+33 04 72 79 14 83		
Greece	+00 800 31 22 94 53		
Russia	+8 10 800 2052 1031		
Spain	+900 10 19 45		
Turkey	+00 800 31 92 30 07		
United Arab Emirates	+800 0 31 0 7123		
United Kingdom	+44 08701 ADT SUP / 44 08701 238 787 Direct: +31 475 352 722 Fax: +31 475 352 725		

WebStation Parameters

You may now limit the number of events per session, per operator. Once the maximum number of Web messages is reached, the oldest events displayed will be overridden by the most recent ones coming in.

Note: The **Allow messages to WebStation** checkbox must be checked if you want messages to be sent to the WebStation. Please refer to the EntraPass Reference Manual under **Options** for more details.

By default, the Signature Pad Pen Width is set to 10.



Multi-Browser Support

WebStation now supports the following Web browsers: Internet Explorer 6-7-8, Mozilla Firefox 3.6,Google Chrome 6.0, Safari 5.0.

EntraPass WebStation 5.00

Welcome Page

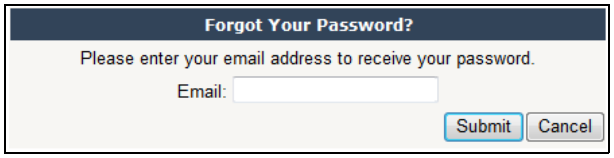
The **Welcome** page introduces you to WebStation. From the **Welcome** page, you can select functions through the pull-down menus or the rotating symbols.

Password Recovery

Important: In order to receive a random password, the operator must have an email address assigned to their login credentials in EntraPass. Please refer to the EntraPass Reference Manual under Options for more details.

The password recovery will generate a random password and send it to your email address. On your **next** login to WebStation, you will be asked to change your password.

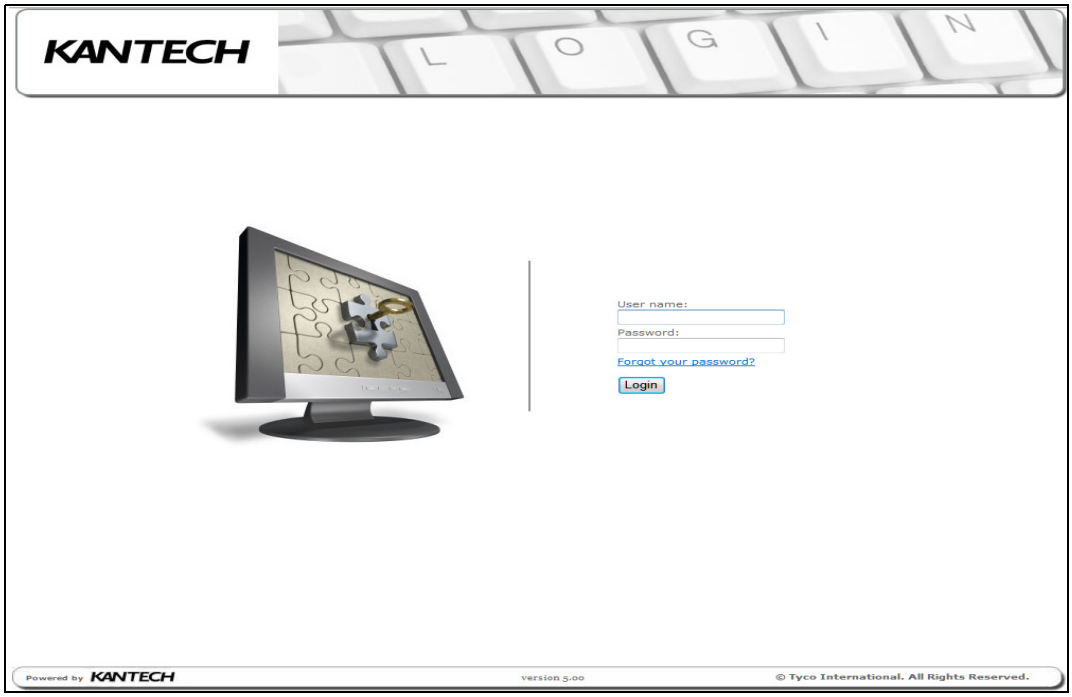
1. Click **Forgot your password?**. The password recovery page displays.



2. Enter your email address and click **Submit**. The email must be the same as the one in your EntraPass credentials.

Login

1. Start a web browser on your computer.
2. Enter the IP address or the Web site name of the **Windows Web Server** and press **Enter**.
   - Example: http://192.168.1.1/EntraPassWebStation/



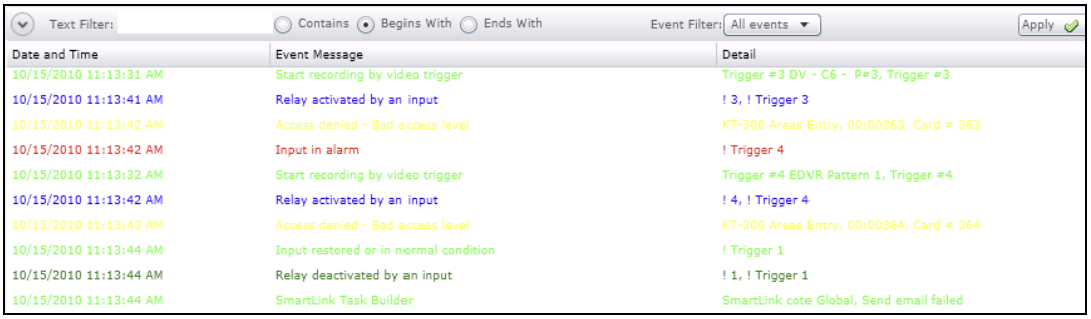
3. Enter the **User Name** and **Password** and click **Login**.

Note: The default timeout is 5 min. The connection timeout range is 30 sec. to 20 min. This parameter can be configured only at the EntraPass workstation.

Warning: Unsaved card information will be lost when the connection timeout is expired.

Real-time Events

The Real-time Events feature allows you to view all the events displayed in real time, as they occur.

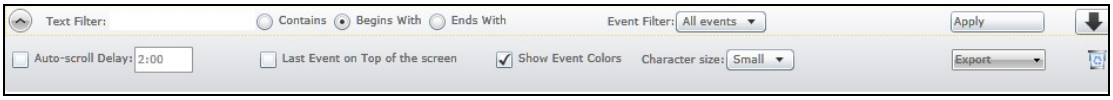


This option is accessible through the **Events** tab or the **Events** button at the bottom of the Welcome page.

Note: Upon accessing the real-time events feature, please note that the events filters will not apply by default; therefore should you want to filter your list of events, you will need to select your filter manually.

Events Filters

- **Text Filter**: the **Contains**, **Begins with** and **Ends** with filter types will all be considered when applying filters to your search.
- **Event Filter**: the **Event filter** lets you select only the upcoming messages, not the buffered messages, from an existing workspace when a filter type is selected.
- **Auto-scroll delay (mm:ss)**: will automatically start scrolling the message list after a preset delay when the operator selects an item in the list. By default, this option is turned on with a preset delay. You can select to turn this option off, which means that the operator will have to click the **Restart Scroll** button in the Messages List (this option is not available for Archived Messages Lists).
- **Last Event on top of the screen**: when checked, this filter displays the most recent events first.
- **Show Event Colors**: displays the colors for each event, as defined in the workstation parameters.
- **Character Size**: allows you to set the character size to small, medium, large.
- **Apply**: applies changes to filters.
- **Export**: exports the displayed events either in an XML or a CSV format.



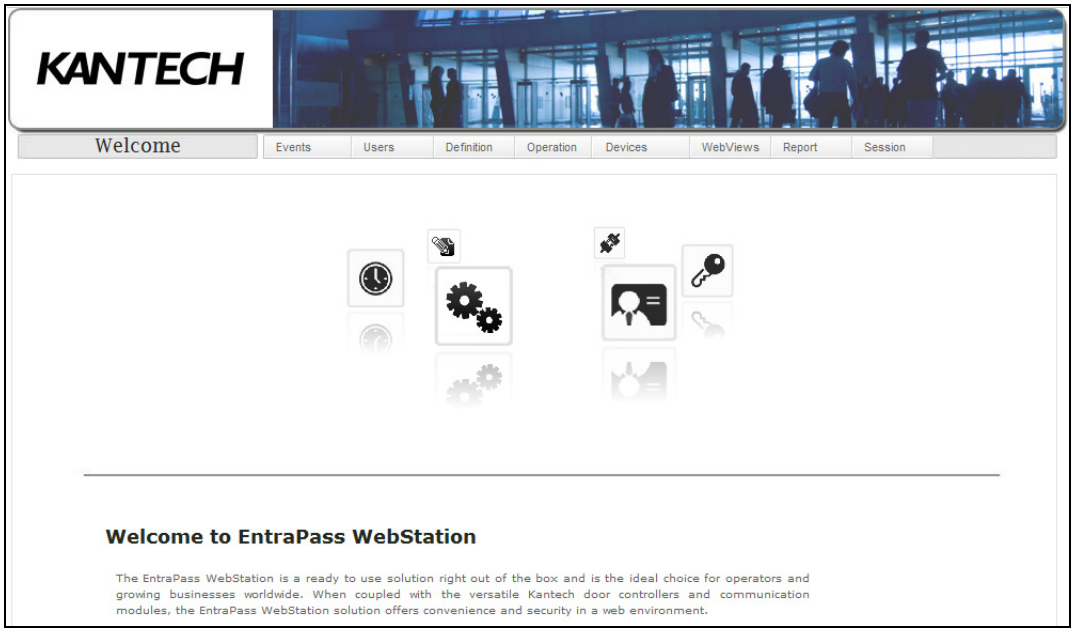
Note: Preventing users from modifying events filters is possible if you are configured as an operator.

Card Management

Adding a New Card

Users Menu

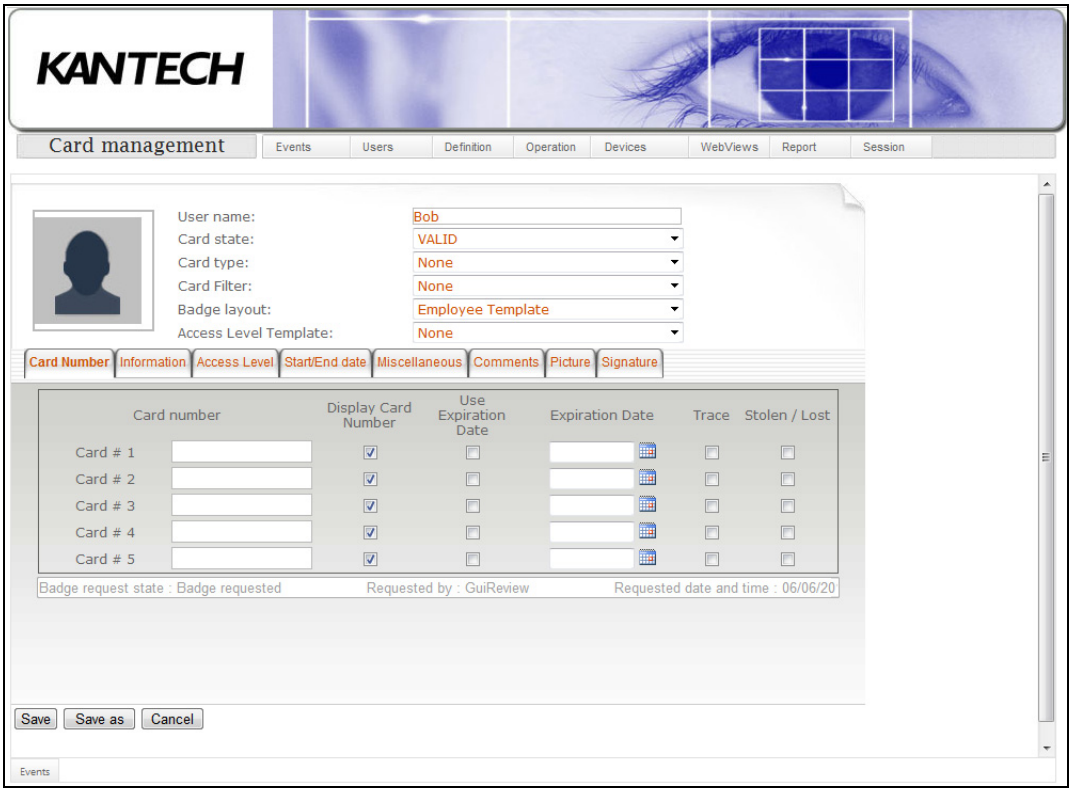
1. Click the **Card** symbol to access the Card Management menu or select **Card Management** from the **Users** menu.


KANTECH
Welcome
Events
Users
Definition
Operation
Devices
WebViews
Report
Session
Welcome to EntraPass WebStation
The EntraPass WebStation is a ready to use solution right out of the box and is the ideal choice for operators and growing businesses worldwide. When coupled with the versatile Kantech door controllers and communication modules, the EntraPass WebStation solution offers convenience and security in a web environment.

2. Click the **Add Card** icon located in the upper right side of the window to open the Card dialog.

3. Enter the **User Name**. You can enter up to 50 characters.

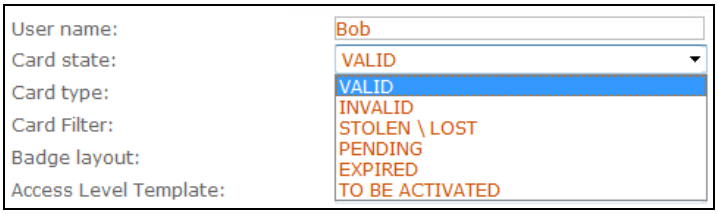
There is no error message if the same user name is entered twice without a card number but if the same card number is used, a warning displays the following message: the card number already exists.



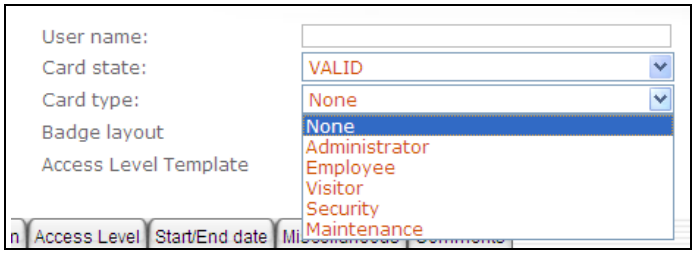
4. Select the **Card state** from the drop-down list.
   - **Valid**: the card is functional,
   - **Invalid**: the card is NOT functional,
   - **Stolen \ Lost**: the card is NOT functional,
   - **Pending**: the card is not yet functional (***Note***)
   - **Expired**: the card has reached its expiry date (***Note***).

Note: The **Pending** and **Expired** card states are directly related to the **Start/End Date** tab settings.

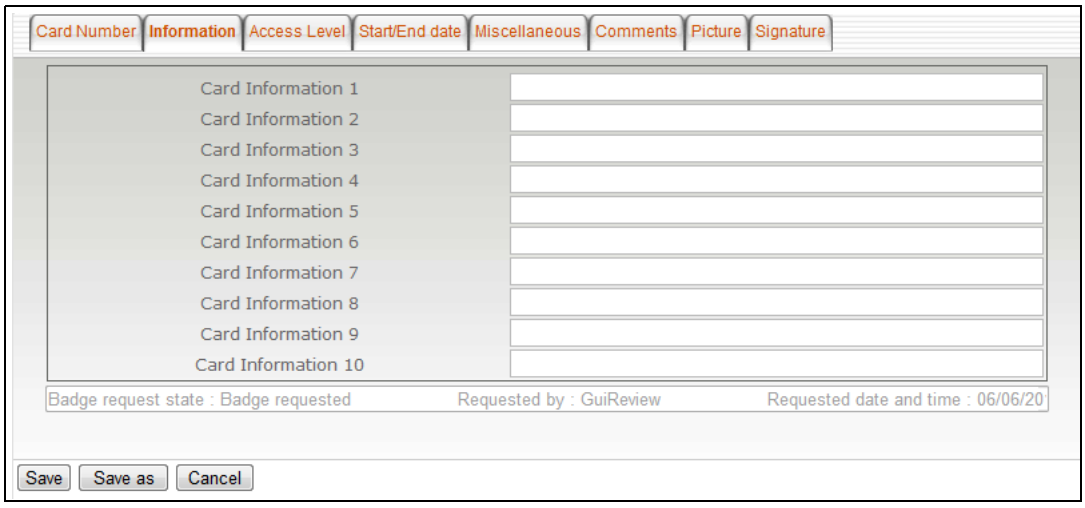
- If the **Start Date** has not occurred, it will automatically change to **Pending**.
- If the **End Date** has occurred, it will automatically change to **Expired**.



5. Select **Card type** (optional) from the drop-down list. The card type is used to group cardholders.



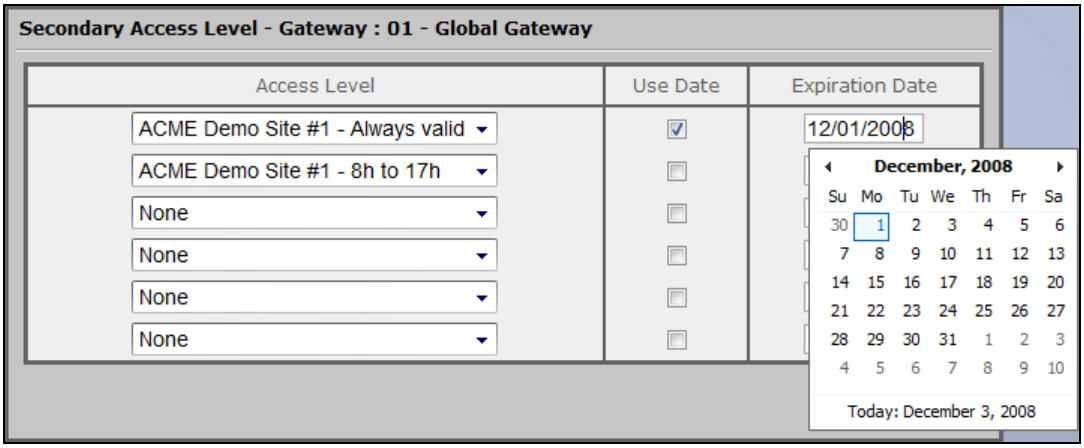
6. Select **Badge Layout** (optional) from the drop-down list.
7. Select **Access Level Template** from the drop-down list (optional). The access level template list will display only the one(s) already configured in EntraPass (**Users** toolbar **> Card access group**). Pre-programmed access level templates allow quick selection of access levels for various sites of the system.
8. Click the **Card Number** tab. Enter the number printed on the card, if available, in the **Card Number** field. The card number must be between 7 and 16 digits, but if no card number is available, field must remain empty.
   - If the card number already exists, the following warning message displays: “the card number already exists”.
9. Check the **Trace** option if you want to monitor the use of a particular card. Selecting this option will cause the EntraPass “Card traced” event to be generated each time this card is presented to a card reader. For example, you can request and generate an EntraPass report containing the “Card traced” event in order to verify user actions.
10. Click the **Information** tab. Fill in the **Card information 1** to **10** fields or use the drop-down lists if available.
    - For example, you could use **Card Information 1** to store the employee number; **Card Information 2**, the gender; **Card Information 3**, the address. Card information fields may be used to index reports, customize the cardholder lists and so on. You can enter up to 50 characters per field.



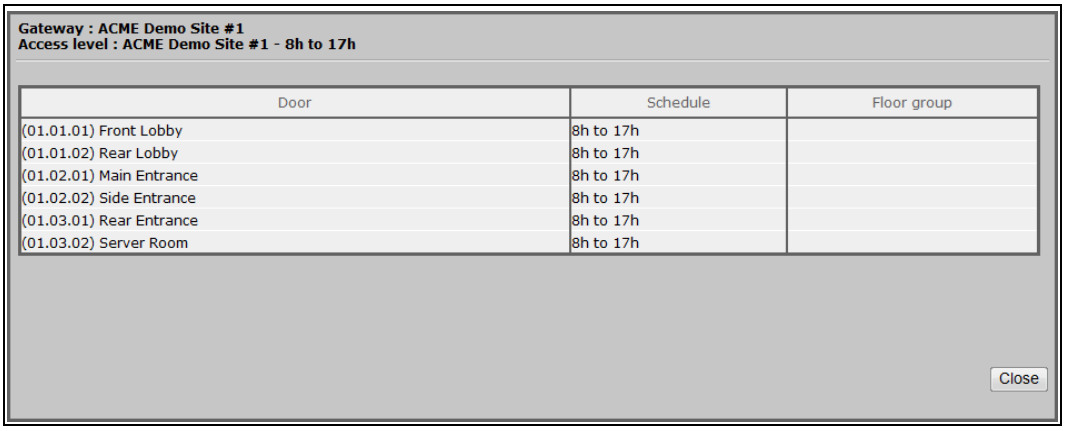
Note: All fields labels (**Card Information 1** to **10**) can be modified from the EntraPass Workstation.

11. Click the **Access Level** tab. Select the **Access Level** from the drop-down.
12. Select one of the **Access Levels.** If you want to use it as a temporary access level, check the **Use Date** option and select the **Expiration Date**.

Important: The **Secondary Access Level** is only available when EntraPass WebStation is connected to an EntraPass Global Edition system.

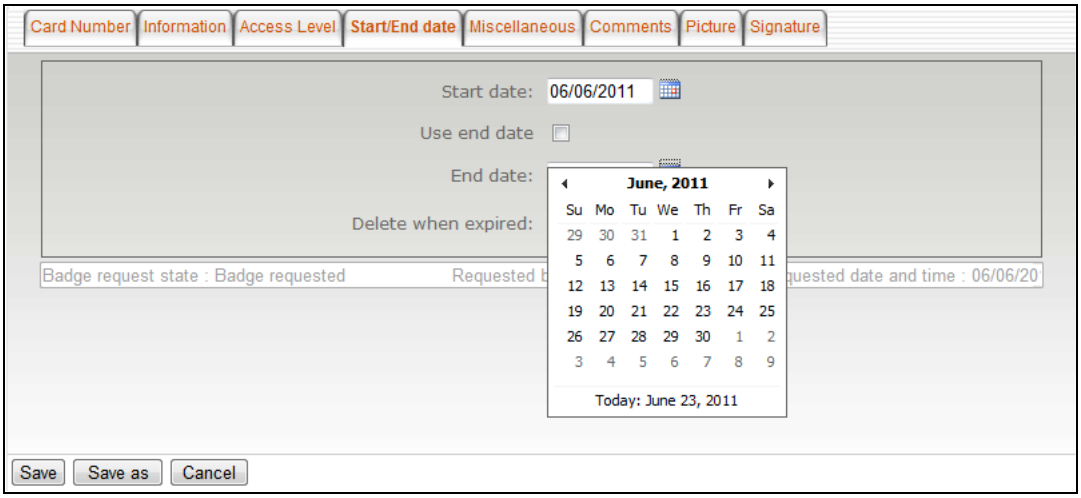

Secondary Access Level - Gateway : 01 - Global Gateway
Access Level
Use Date
Expiration Date
ACME Demo Site #1 - Always valid
ACME Demo Site #1 - 8h to 17h
None
None
None
None
12/01/2008
December, 2008
Su Mo Tu We Th Fr Sa
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
Today: December 3, 2008

13. Click the magnifier to view the **Access Level Details**.


Gateway : ACME Demo Site #1
Access level : ACME Demo Site #1 - 8h to 17h
Door
Schedule
Floor group
(01.01.01) Front Lobby 8h to 17h
(01.01.02) Rear Lobby 8h to 17h
(01.02.01) Main Entrance 8h to 17h
(01.02.02) Side Entrance 8h to 17h
(01.03.01) Rear Entrance 8h to 17h
(01.03.02) Server Room 8h to 17h
Close

Note: The access levels can only be modified at the EntraPass workstation.

14. Click the **Start/End Date** tab.
15. Enter the start and end dates.



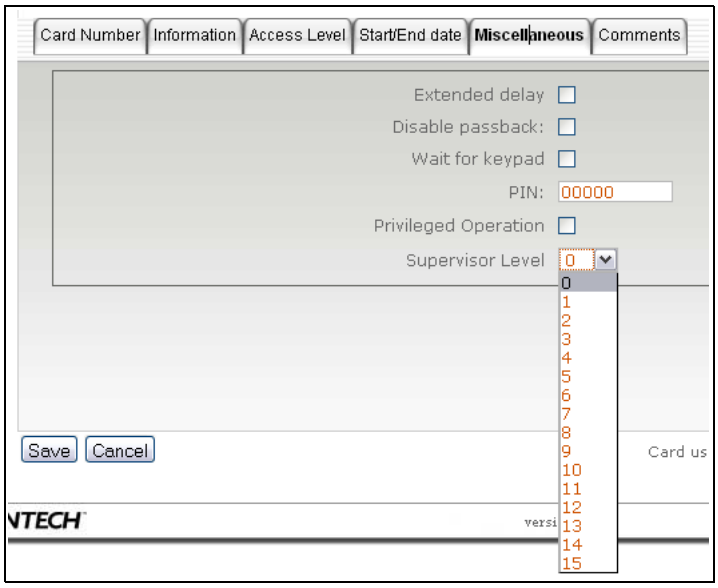
16. Check the **Use end date** box if applicable. When the end date is reached, the **Card state** field is set to "Expired".

    Note: When creating a card with a limited access time of 24 hours of less, for example a **Day Pass,** the card will expire at midnight. This expiration may take up to one minute to register in the system.

17. Check the **Delete when expired** option (if applicable). This option can only be used with the **Use end date** option. When selected, the card will automatically be deleted on the expiry date (using the end date specified), otherwise the **Card state** field will be modified to "Expired".

    Note: A deleted card is a card that is not active in the system database. Even if a card was deleted, previous events generated by this card are still stored in the EntraPass archive file.

18. Click on the **Miscellaneous** tab.



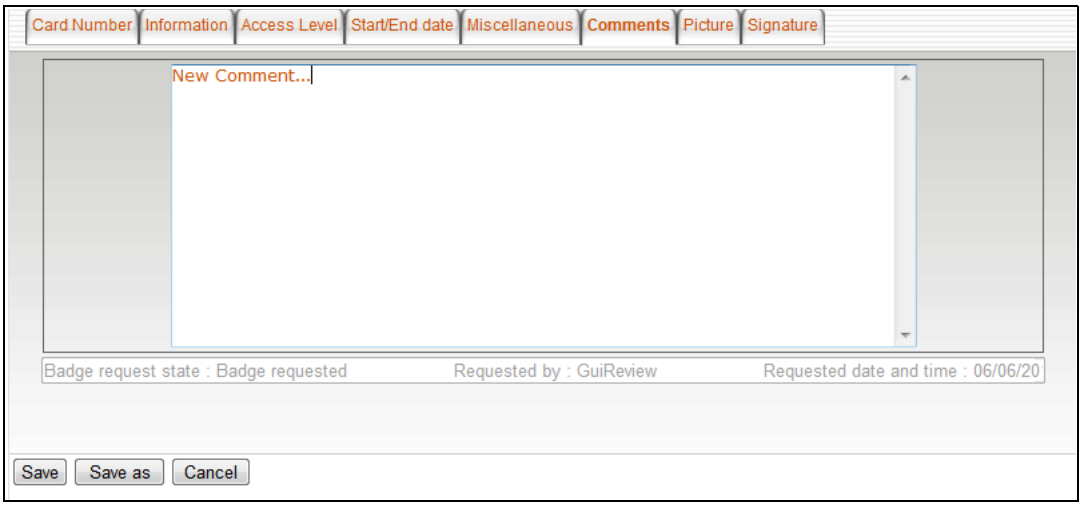
19. Check the **Extended delay** option if you are issuing a card for a cardholder with disabilities or special needs. To enable this option in the system, you have to define appropriate delays in the EntraPass Door definition. This option is also available when defining visitor cards.
20. Check the **Disable passback** option if you want the card to override the passback option when defined in EntraPass.
21. Check the **Wait for keypad** option to force users to enter a PIN on keypad to access all doors. Then in the editable **PIN** field, enter the PIN that users will be required to enter.

    Note: Selecting **Wait for keypad** will delay access to a door for this card until the correct PIN has been entered on a keypad. This only affects doors defined with both reader and keypad in EntraPass (**Devices** toolbar **> Doors**). The keypad schedule must also be valid for this door.

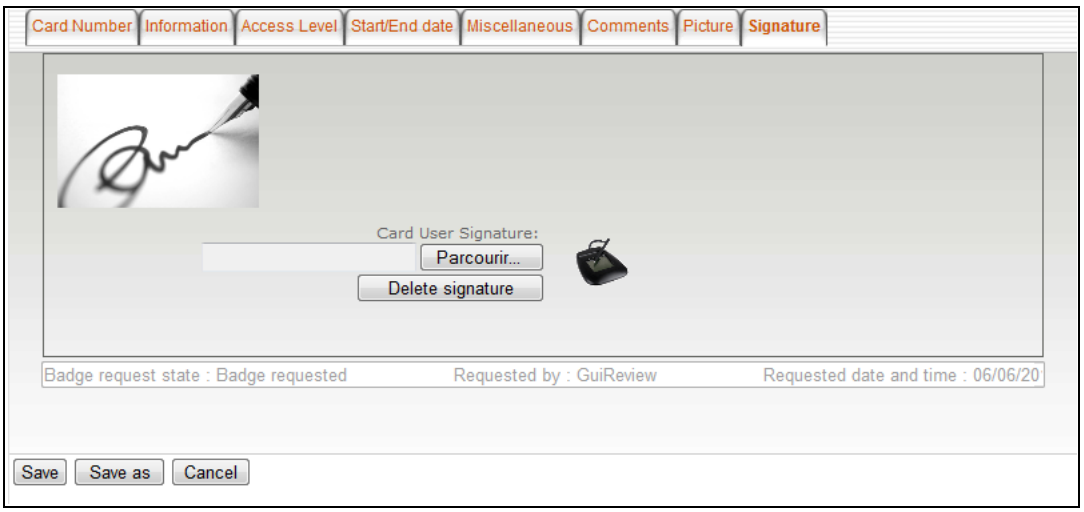
22. Select a **supervisor level** or check the **Privileged operation** option. If you check this option, the supervisor level is greyed out.
    - The privileged operation level allows a card holder to override security measures regarding doors in **all** areas.
    - The supervisor level allows a card holder to override security measures regarding doors in areas but **only for** areas where the supervisor level is equal or lower than its own level.

Important: The **Privileged Operation** option and the **Supervisor Level** selection are only available when EntraPass WebStation is connected to an EntraPass Global Edition system with a Global gateway or a KT-NCC.

23. Move to the **Comments** tab to enter any additional comments. You can enter up to 240 characters.



24. From the **Signature** tab, click the **Browse** button to assign a signature from a file.

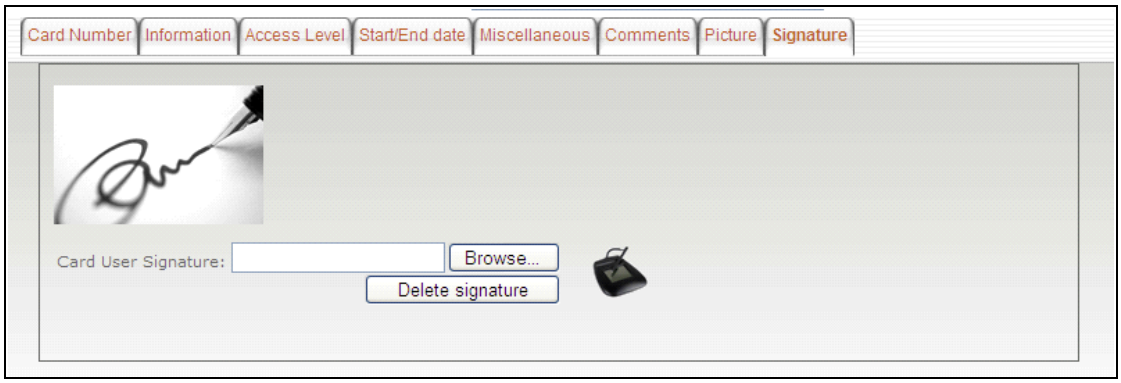


25. Click the **Browse** button at the bottom of the window to locate and assign a picture from a file.
26. Click **Save**.

Signature Pad

The **Signature Pad** feature is used to enter an electronic signature directly onto a card via the Topaz Systems signature pad. It allows for signature capture without having to import a signature file from a

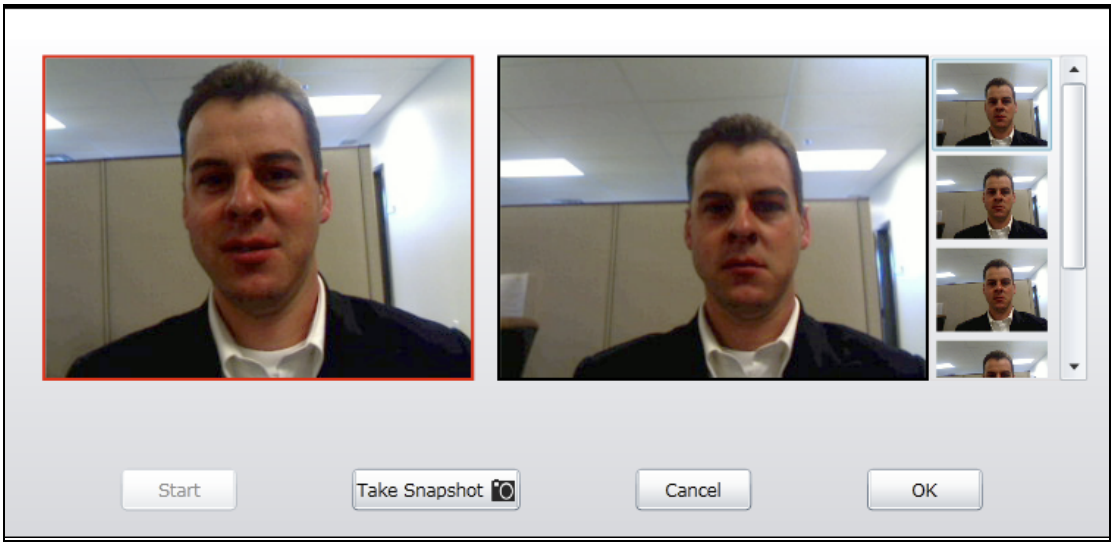
specific folder.



- **OK**: Transfers the signature to the card without transferring the data to the server. You must click Save.
- **Clear**: Deletes the previously entered signatures.
- **Cancel**: Closes the signature pad interface.

Picture Capture

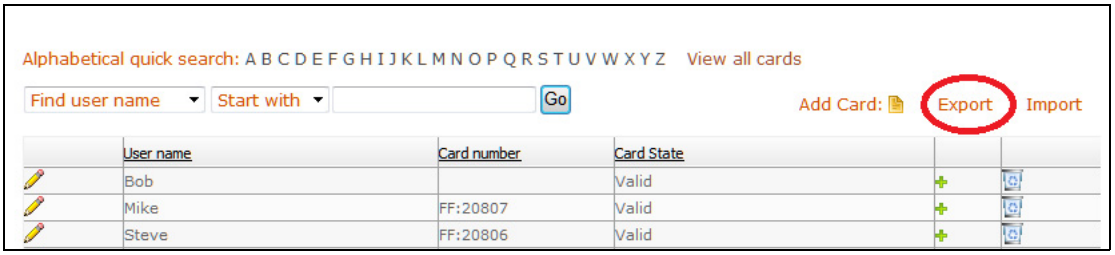
Pictures can now be taken directly from a Webcam.

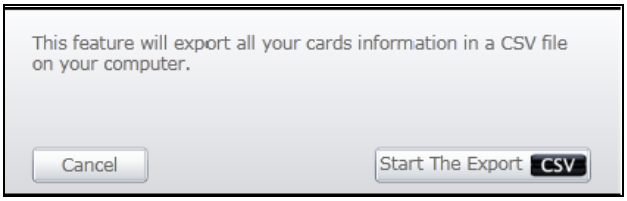


1. Ensure the camera is plugged.
2. Click the **Start** button to activate the camera.
3. When you are ready, click the **Take Snapshot** button. All the pictures will be displayed on the right hand side of the window.
4. From the series of snapshots, select the one you want to apply to the card.
5. Click **OK**. By clicking the **OK** button, the picture you will have selected will be displayed and saved in the Card window.
6. Clicking the **Save** button will transfer the picture to the server.

CSV Export

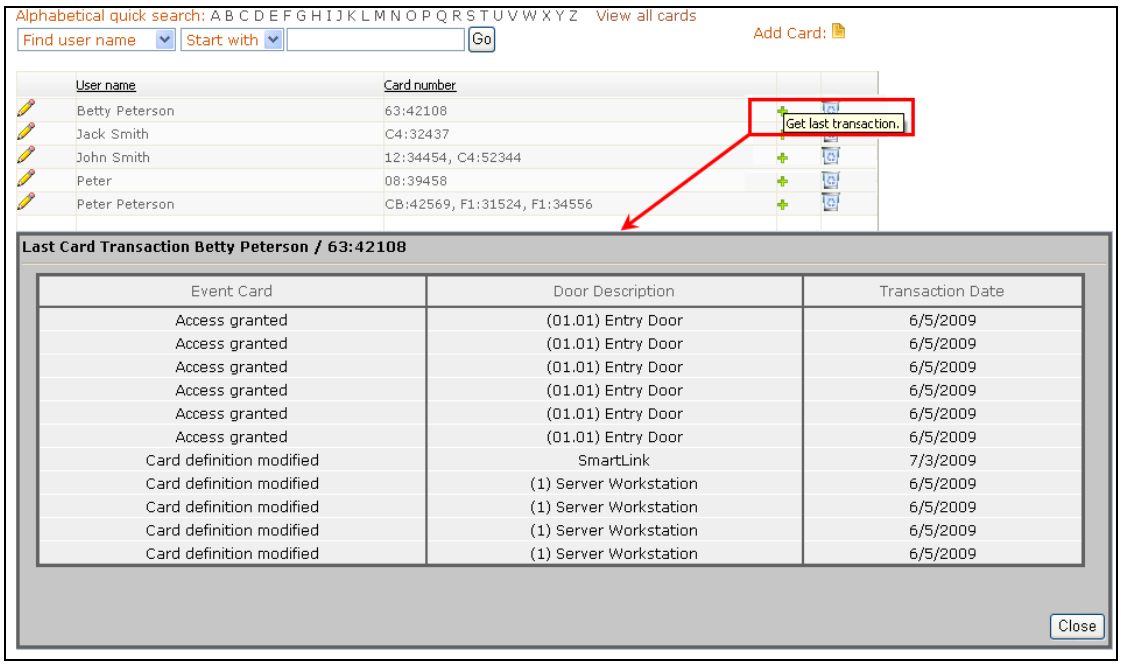
An export has been added which allows you to export the current list of cards in a CSV format.





Card Last Transactions

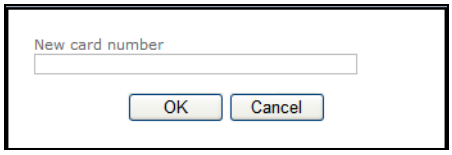
Look for the + sign next to the recycle bin. The card last transactions window will display.



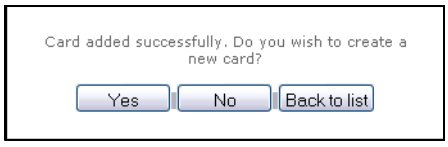
Creating New Cards Using the "Save As" Feature

The **Save as** feature allows you to create a new card based on an existing card, only making changes to specific information. For example: changing the user name, entering a card number and keeping all other card information.

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. Click the **Pencil** icon next to the **User name** you wish to use.
3. Click the **Save as** button.
4. Enter the new card number.



5. Click **OK**.
6. A confirmation will display.

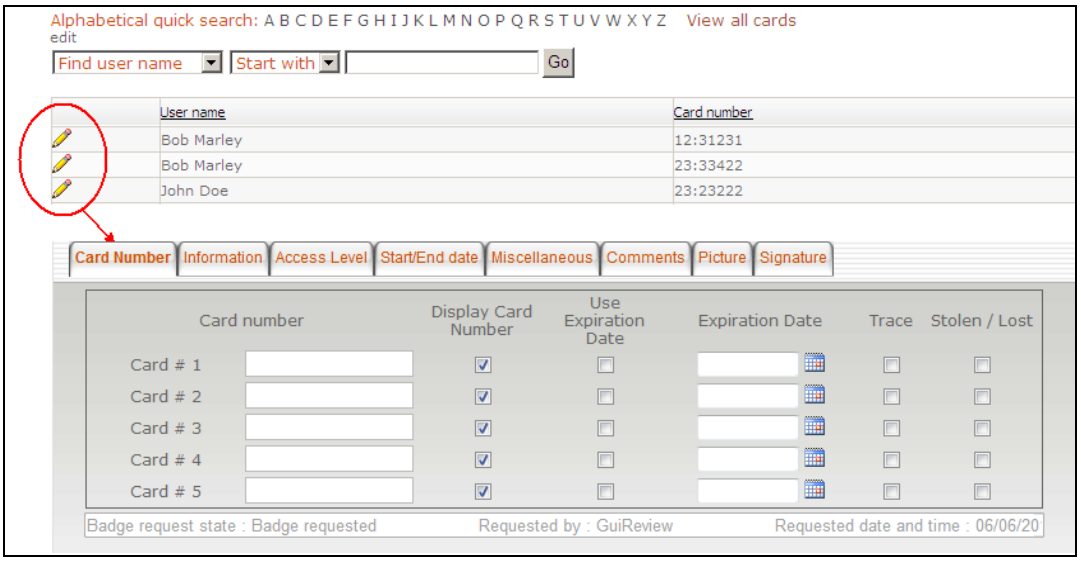


- Click **Yes**, if you wish to create a **NEW** card. This will bring you to the New card page with all fields **empty**.
- Click **No**, if you wish to continue editing this card.
- Click **Back to list**, if you wish to return to the Card management page.

Editing a Card

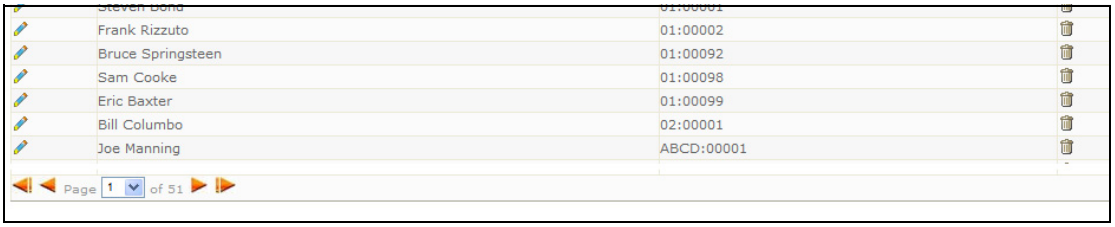
1. Click the **Card** symbol or select **Card Management** from the **Users** menu.

2. Click the **Pencil** icon next to the **User name** you wish to edit.



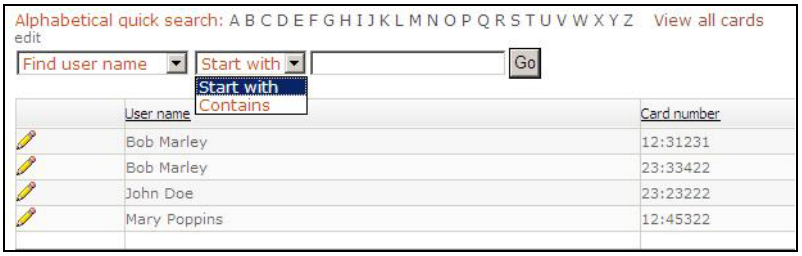
Searching for a Card

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. There are three different ways to find a card:
   - Click **View all cards** and navigate through the pages with the arrows at the bottom of the page.



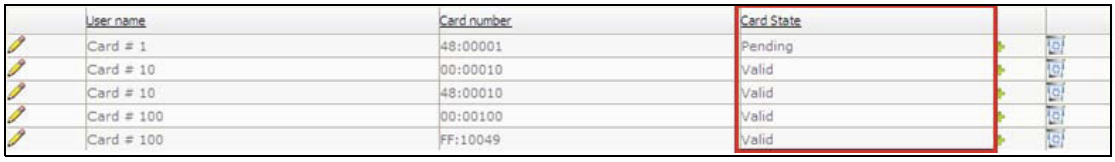
   - **Alphabetical quick search**: click the first letter of the user name.
   - Use the **Find user name** field or **Find card number** with the **Start with** or the **Contains** field and click **GO**.

Alphabetical quick search: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View all cards
edit
Find user name
Start with
Go
Find user name
Find card number
Card number
Bob Marley
12:31231
Bob Marley
23:33422
John Doe
23:23222



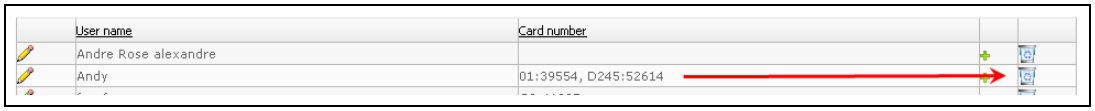
Card Status from Card List

In the Card List window, a new column has been added to allow viewing the card state of the cards from the list.



Deleting a Card

1. Click the **Card** symbol or select **Card Management** from the **Users** menu.
2. Click the **Recycle bin** icon next to the **Card number** you want to delete.



3. A confirmation will display. Click **OK** to delete.

Note: Although a deleted card is removed from the card database, it remains in the EntraPass card history; all events involving that card remain in the EntraPass event messages database.

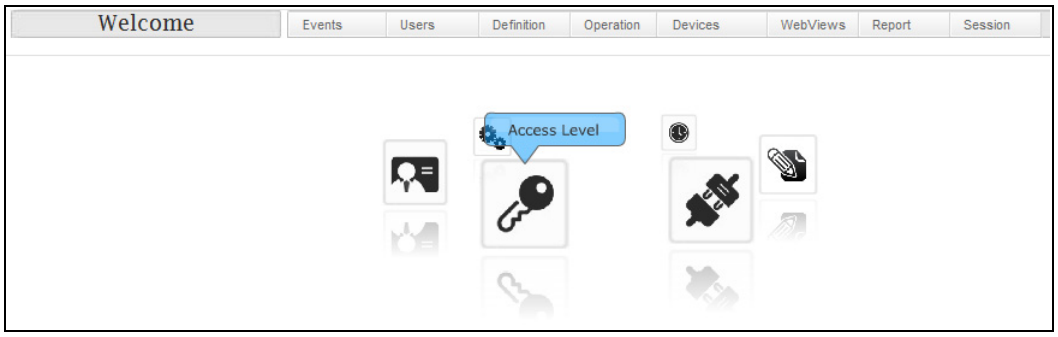
Deleting the Picture

1. Click the **Pencil** icon next to the **User name** you wish to edit.
2. Select the **Picture** tab.
3. Click the **Delete picture** button.

Warning: The picture will be deleted as soon as you click the **Delete picture** button. There is no warning message asking if you are sure you want to delete.

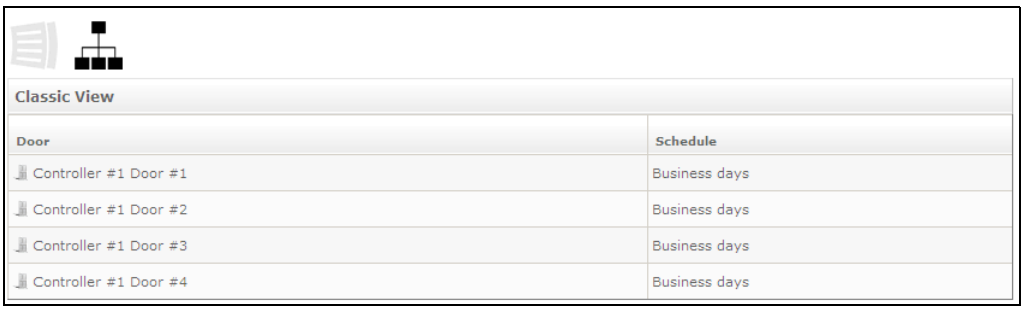
Access Level

Click the **Users** menu and select **Access Level**. You can also click the **Access Level** icon from the **Welcome** screen.

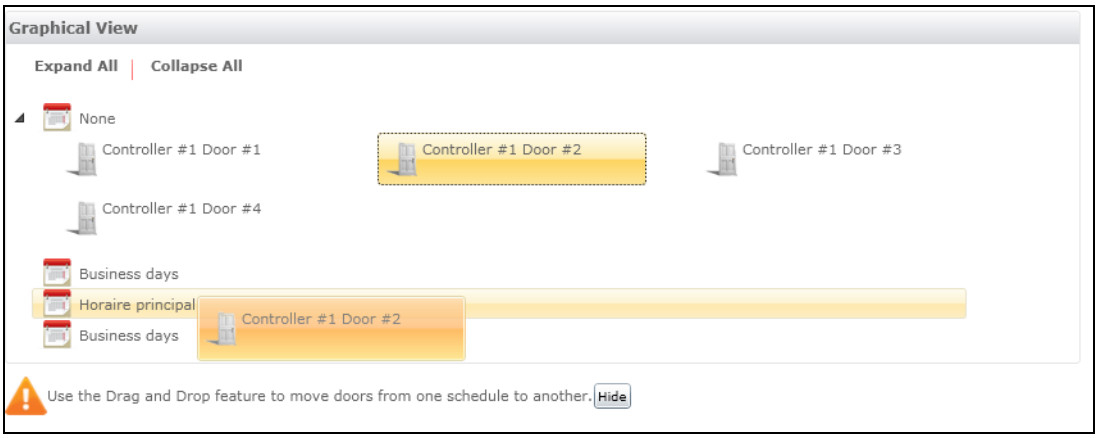


Display

In **Access Level**, you can configure the system parameters using two different interfaces. The **Classic** view, in which you select data from drop-down lists:



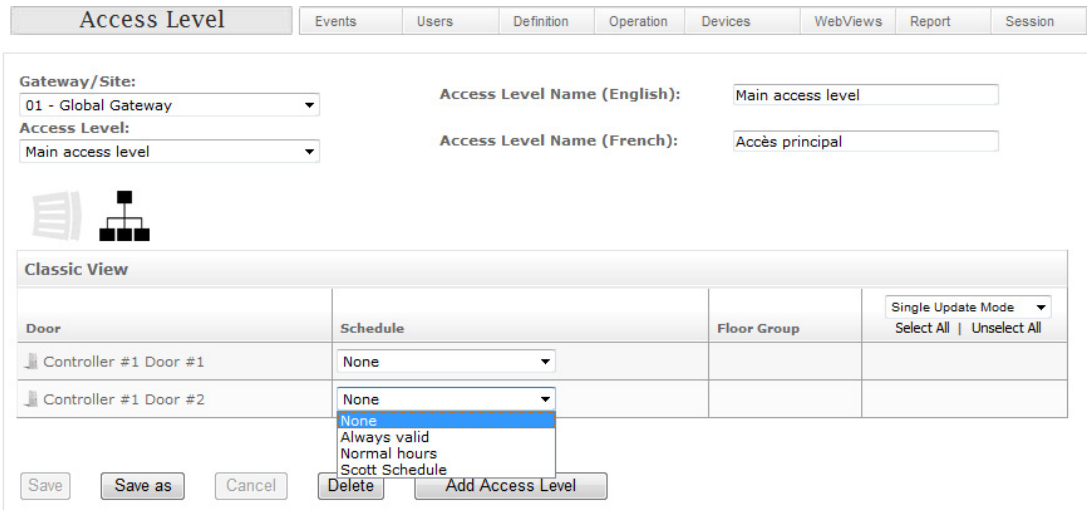
and the **Graphic** view, in which you use drag and drops to move doors from one schedule to another.



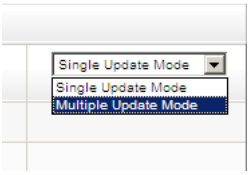
Note: The **Classic** view will be used in the following paragraphs to avoid replication.

Defining an Access Level

To create a new access level, click the **Add Access Level** button, enter a name and select a schedule for each door controller you want to configure from the drop-down lists.



Single vs. Multiple Update Mode

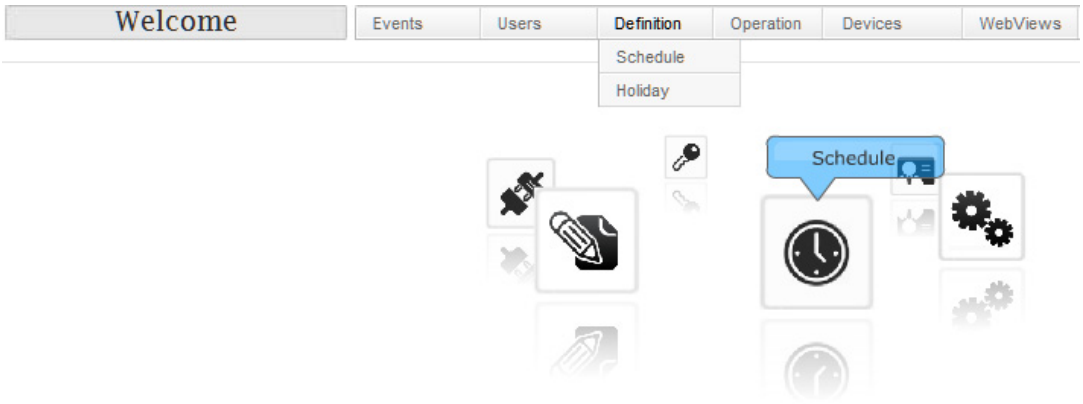


You can choose to use the **Single Update Mode** or the **Multiple Update Mode**. In the **Multiple Update Mode**, you can modify many items at a time by selecting the checkbox next to the items you want to update.

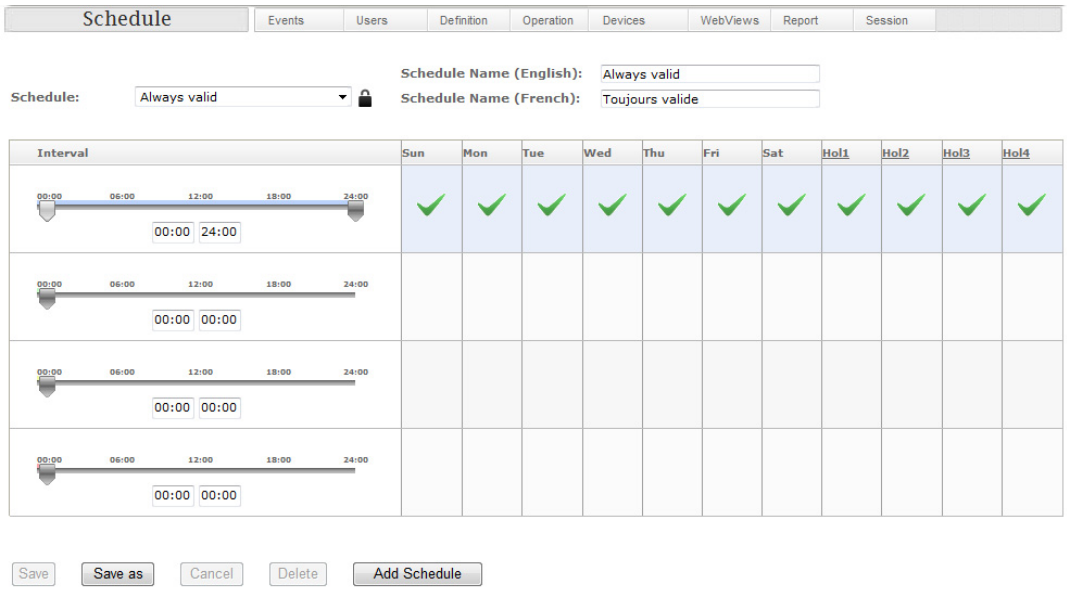
Definition

Schedule

Click the **Definition** menu and select **Schedule**. You can also click the **Schedule** icon from the **Welcome** screen.

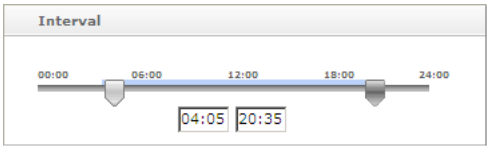


To create a new schedule, click the **Add Schedule** button.

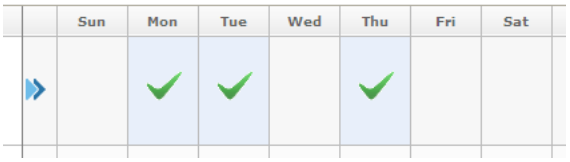


To edit the new schedule:

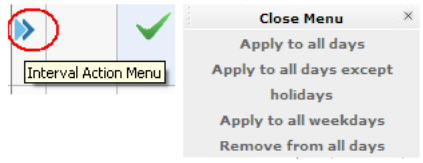
1. Drag the sliders to set the interval period. Repeat for each interval (up to four).



2. Click the days of the week for which the schedule is applicable. Repeat for each interval.



You can also use the action menu by clicking the blue arrow.



3. Click the holidays that apply to the schedule for each interval.

The list of holidays corresponding to a specific type is displayed by hovering the mouse on holiday titles (Hol1, Hol2, etc.):

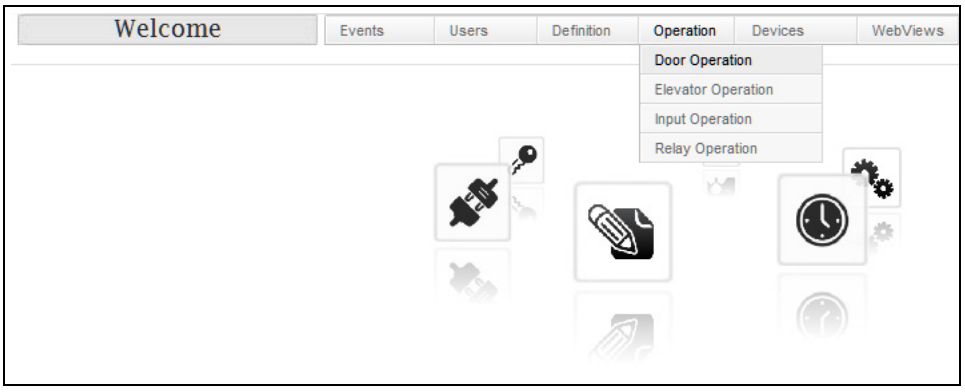
Note: To be available, holidays must have been previously configured in EntraPass. Moreover, the **Enhanced schedule** option must have been enabled in EntraPass.

4. Click the **Save** button.

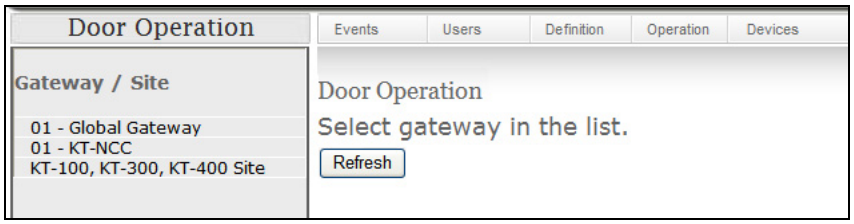
Operations

Door Operation

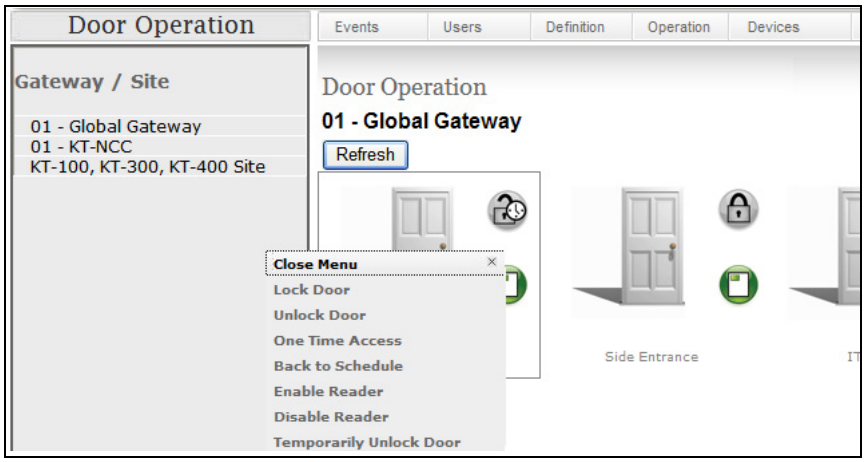
1. From the **Operation** drop-down list (or the **Operation** icon from the **Welcome** screen), select **Door Operation**.



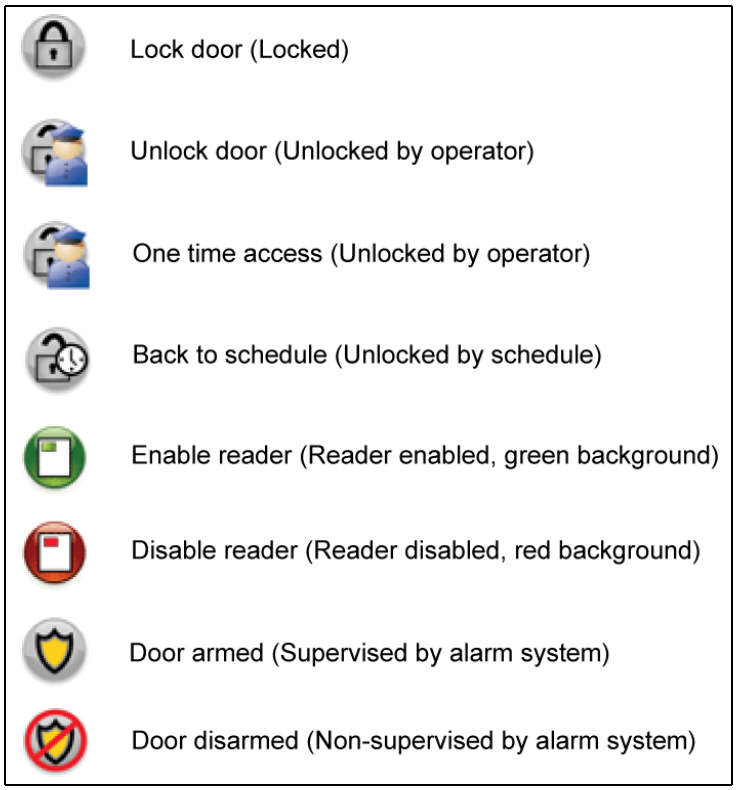
2. Click on the **Gateway / Site** from the list.



3. Click on the door and select the operation from the menu.

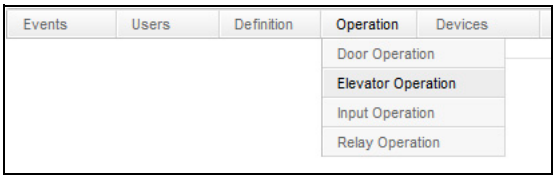


4. Click the **Refresh** button to confirm the operation. The two icons next to each door must correspond to the selected operation.


Lock door (Locked)
Unlock door (Unlocked by operator)
One time access (Unlocked by operator)
Back to schedule (Unlocked by schedule)
Enable reader (Reader enabled, green background)
Disable reader (Reader disabled, red background)
Door armed (Supervised by alarm system)
Door disarmed (Non-supervised by alarm system)

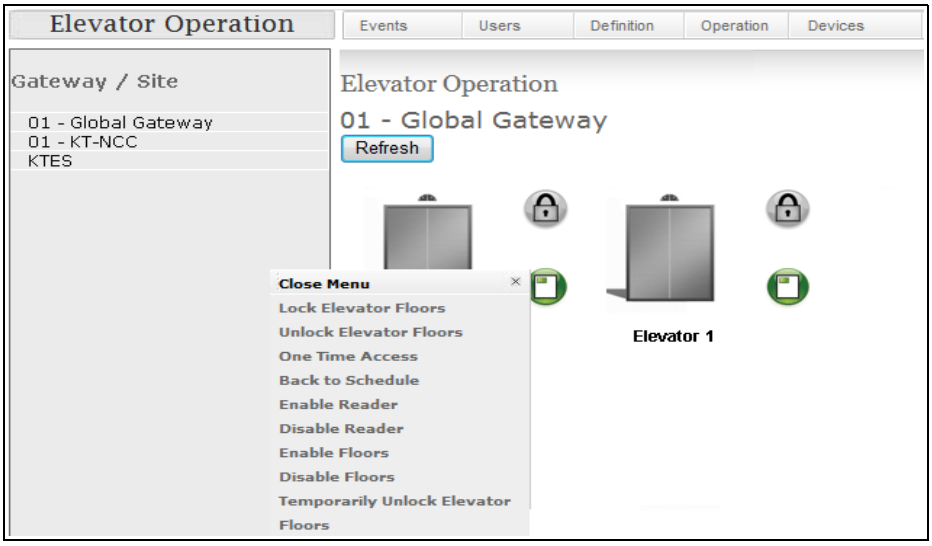
Elevator Operation

1. From the **Operation** drop-down menu, select **Elevator Operation**.



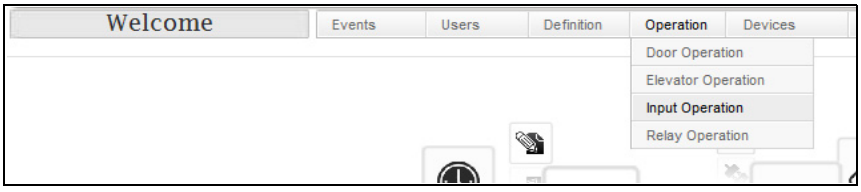
2. Click on the **Gateway / Site** from the list.

3. Click on the elevator and select the operation from the menu.



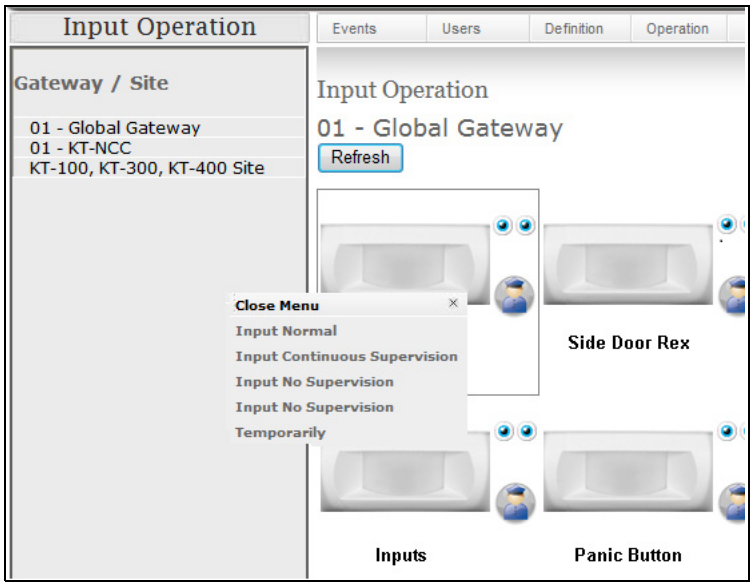
Input Operation

1. From the **Operation** drop-down menu (or the **Operation** icon from the **Welcome** screen), select **Input Operation**.

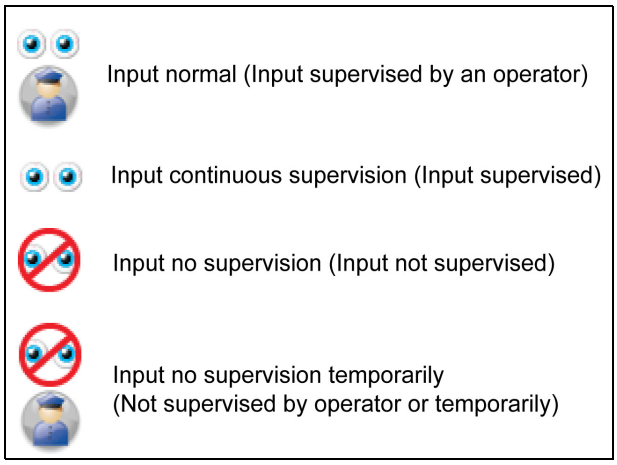


2. Click on the **Gateway / Site** from the list.

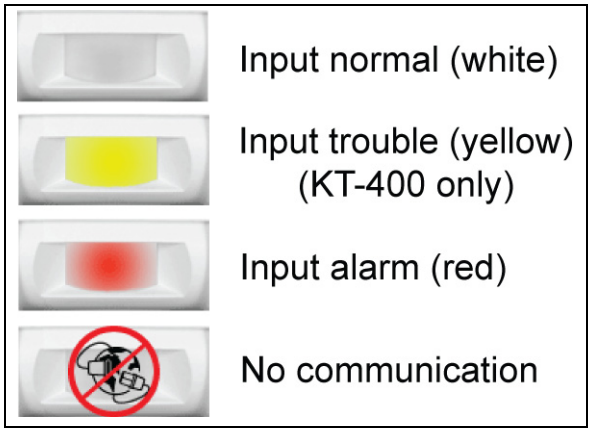
3. Click on the input and select the operation from the menu.



4. Click the **Refresh** button to confirm the operation. The animated icon behavior, next to the input, must correspond to the selected operation.


Input normal (Input supervised by an operator)
Input continuous supervision (Input supervised)
Input no supervision (Input not supervised)
Input no supervision temporarily
(Not supervised by operator or temporarily)

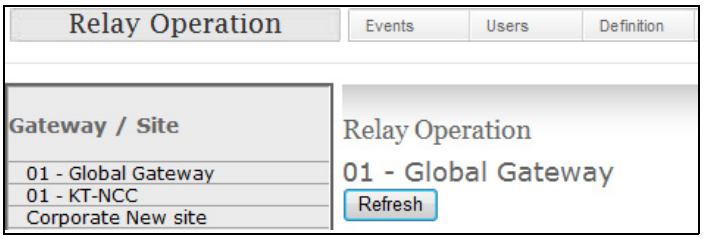
5. The input status is shown in three colors.



Relay Operation

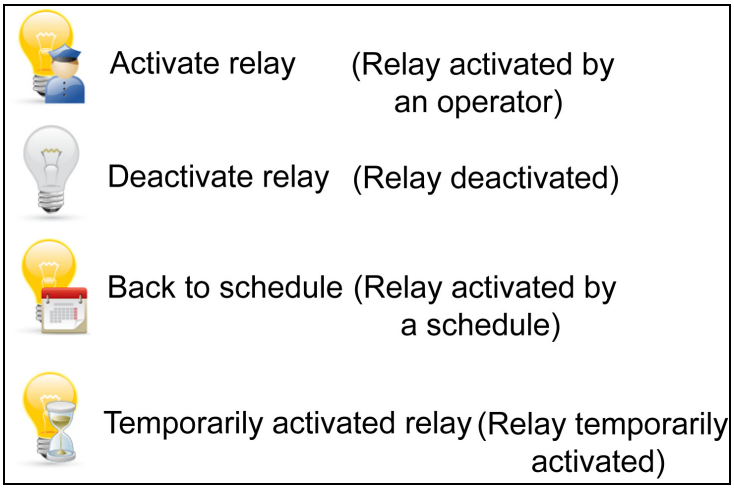
1. From the **Operation** drop-down menu (or the **Operation** icon from the **Welcome** screen), select **Relay Operation**.

2. Click on the **Gateway / Site** from the list.



3. Click on the relay and select the operation from the menu.

4. Click the **Refresh** button to confirm the operation. The icon must correspond to the selected operation.


Activate relay (Relay activated by an operator)
Deactivate relay (Relay deactivated)
Back to schedule (Relay activated by a schedule)
Temporarily activated relay (Relay temporarily activated)

Improved Temporary Unlock on Doors

From the Operations window, new Temporary Unlock buttons were added for doors and elevator doors. The Temporary Unlock feature asks for a custom delay, which will cause re locking upon the end of the custom delay. One-time access: for all controllers, the door will unlock during the predefined unlock time in the door definition. On elevator doors, only the lock output is triggered and it does not affect the expansion modules controlling the floors.

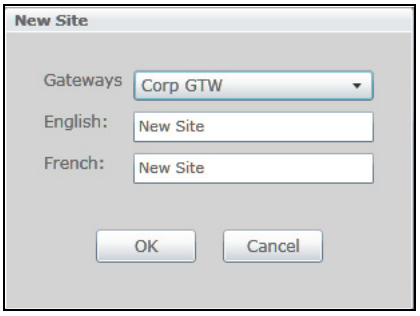
Devices

Site

1. From the **Devices** drop-down list, select **Site**.

2. You can navigate through the different sites (and gateways) from the tree view on the left.

3. Click the **Add New Site** button to add a site.
4. Select a gateway from the list.

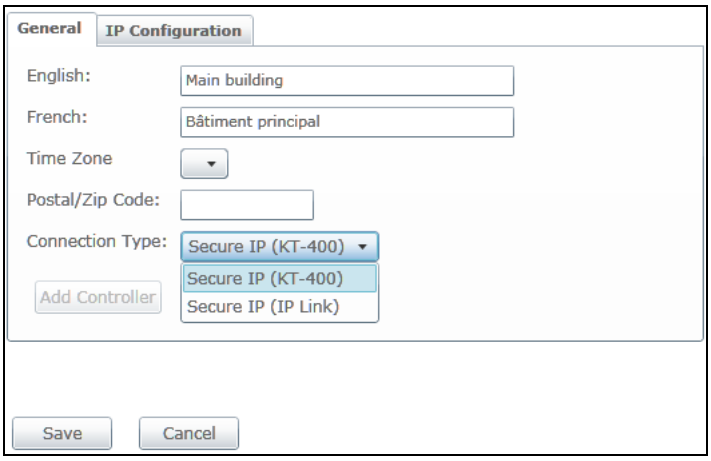


5. Enter the site name in the available language textboxes.
6. Click **OK**.

Site Parameters

1. Select the **General** tab.

2. Enter a description for each language.

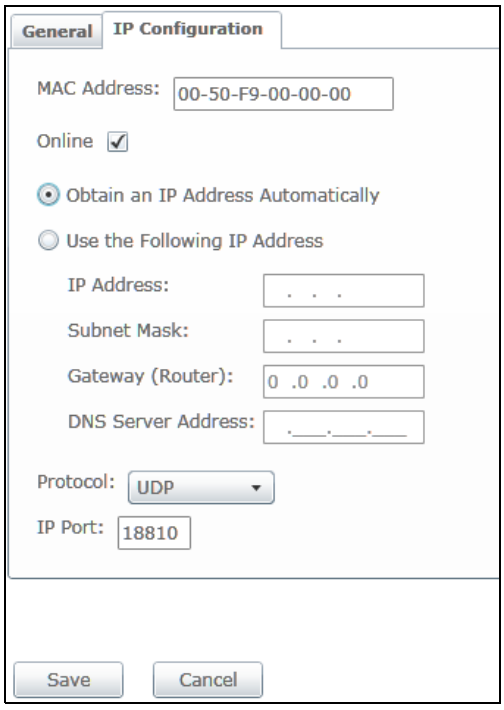


3. Select a time zone from the **Time Zone** drop-down list.

(GMT-04:00) Santiago
(GMT-04:30) Caracas
(GMT-05:00) Bogota, Lima, Quito
(GMT-05:00) Eastern Time (US & Canada)
(GMT-05:00) Indiana (East)
(GMT-06:00) Central America
(GMT-06:00) Central Time (US & Canada)
(GMT-06:00) Guadalajara, Mexico City, Monterrey - New
(GMT-06:00) Guadalajara, Mexico City, Monterrey - Old
(GMT-06:00) Saskatchewan
(GMT-07:00) Arizona
(GMT-07:00) Chihuahua, La Paz, Mazatlan - New
(GMT-07:00) Chihuahua, La Paz, Mazatlan - Old
(GMT-07:00) Mountain Time (US & Canada)
(GMT-08:00) Baja California
(GMT-08:00) Pacific Time (US & Canada)
(GMT-09:00) Alaska

4. Enter a Postal or Zip code.
5. Select the **Connector Type** from the drop-down list.

6. Select the **IP Configuration** tab.



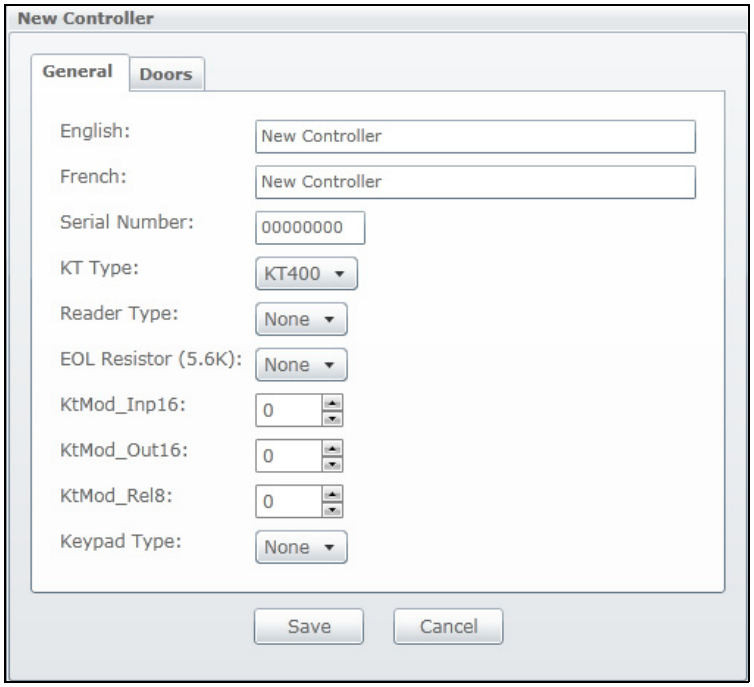
7. Enter the IP parameters.

Note: For more information on site configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

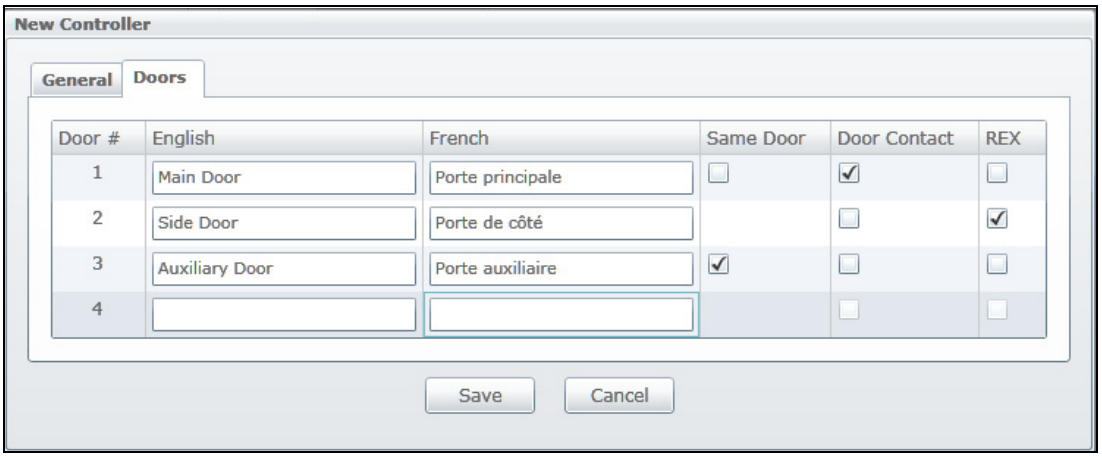
8. Click the **Save** button to save or the **Cancel** button to cancel the modifications.

Adding a New Controller

1. Click the **Add Controller** button.
2. From the **General** tab enter the new controller parameters.

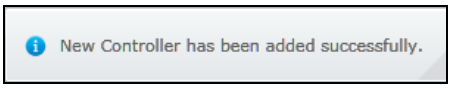


3. Select the **Doors** tab. Enter door descriptions and parameters.



Note: For more information on door and controller configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

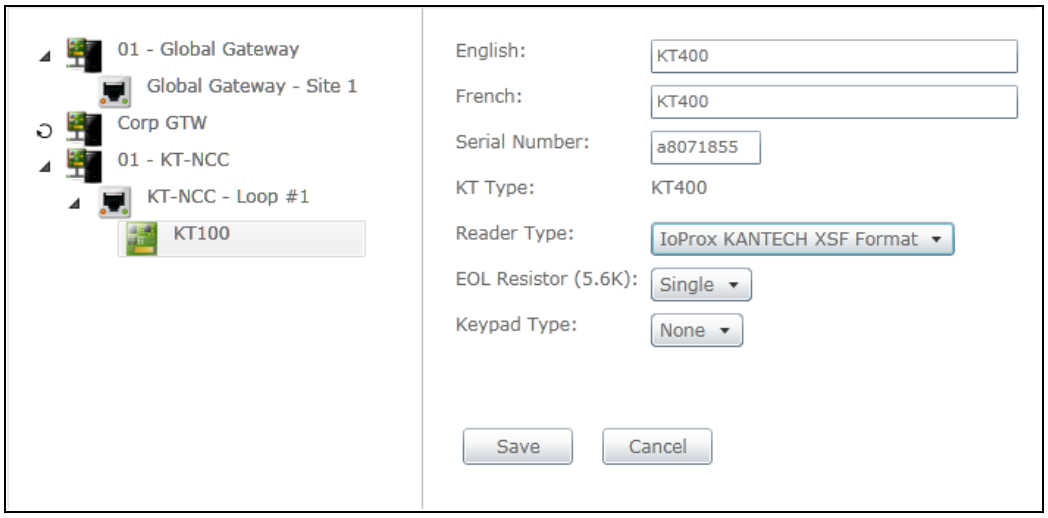
4. Click the **Save** button or **Cancel** to cancel the modifications.
5. The following message will be displayed if the creation has succeeded:



Controllers

1. From the **Devices** drop-down list, select **Controller**.

2. You can navigate through the different controllers from the tree view on the left.



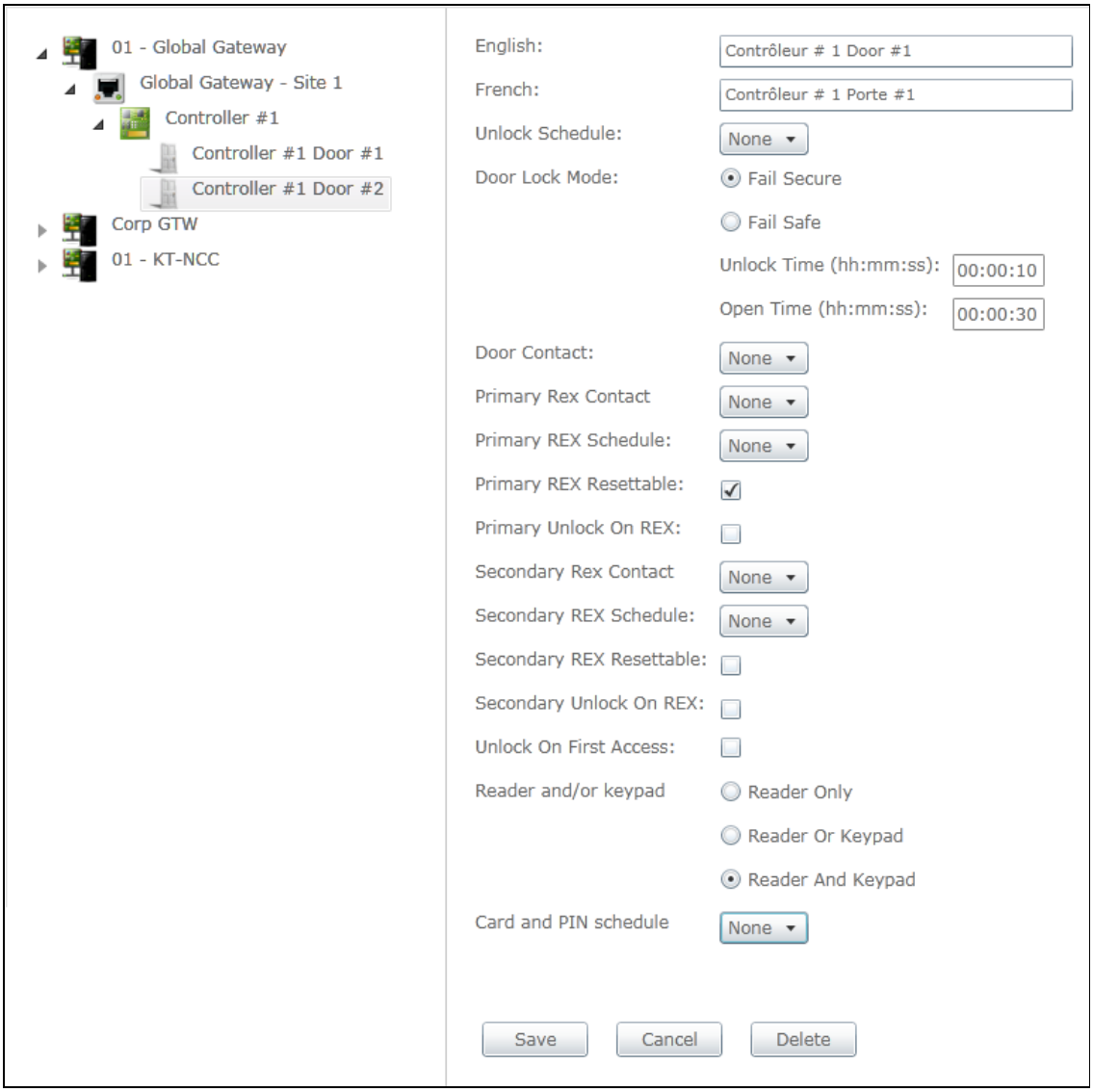
3. Modify the parameters according to your needs.
4. Click the **Save** button to save or the **Cancel** button to cancel the modifications.

Note: For more information on controller configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

Doors

1. From the **Devices** drop-down list, select **Door**.

2. You can navigate through the different doors from the tree view on the left.



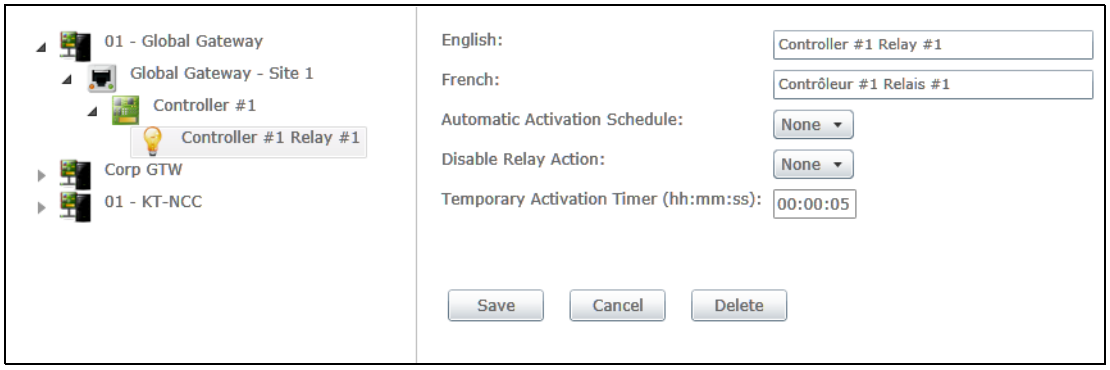
3. Modify the door parameters according to your needs.
4. Click the **Save** button. Click **Delete** to delete the door for that controller or **Cancel** to cancel the modifications.

Note: For more information on door configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

Relays

1. From the **Devices** drop-down list, select **Relay**.

2. You can navigate through the different relays from the tree view on the left.

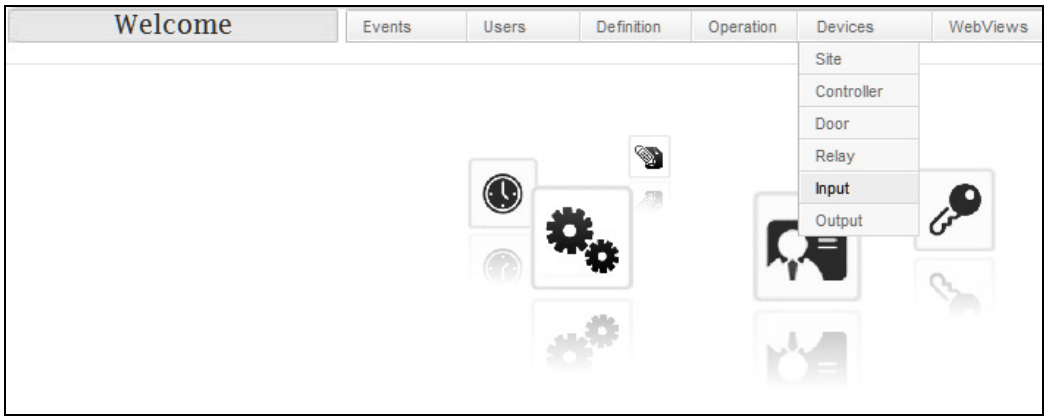


3. Modify the relay parameters according to your needs.
4. Click the **Save** button. Click **Delete** to delete the relay for that controller or **Cancel** to cancel the modifications.

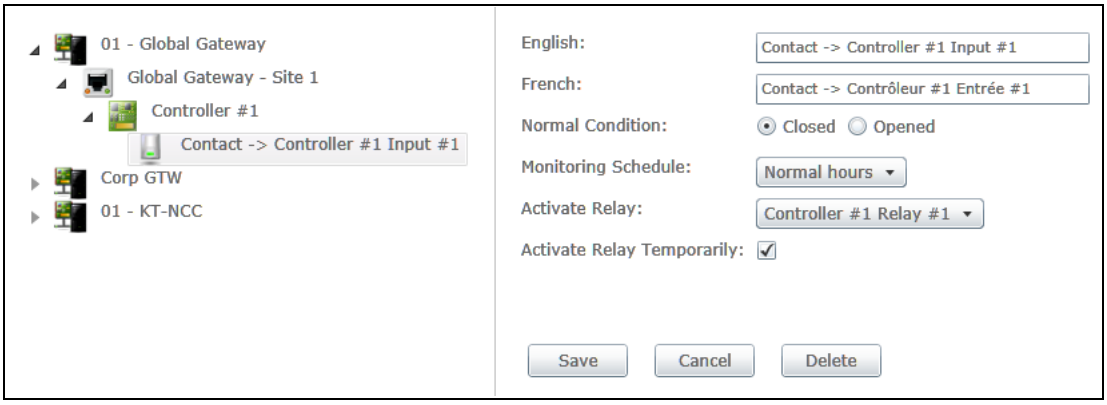
Note: For more information on relay configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

Inputs

1. From the **Devices** drop-down list, select **Input**.



2. You can navigate through the different inputs from the tree view on the left.

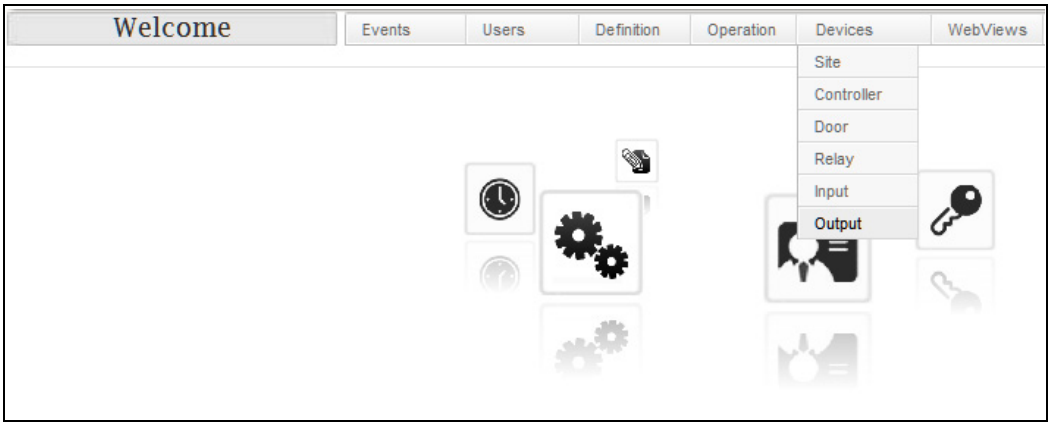


3. Modify the input parameters according to your needs.
4. Click the **Save** button. Click **Delete** to delete the input for that controller or **Cancel** to cancel the modifications.

Note: For more information on input configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

Outputs

1. From the **Devices** drop-down list, select **Output**.



2. You can navigate through the different outputs from the tree view on the left.

3. Modify the output parameters according to your needs.

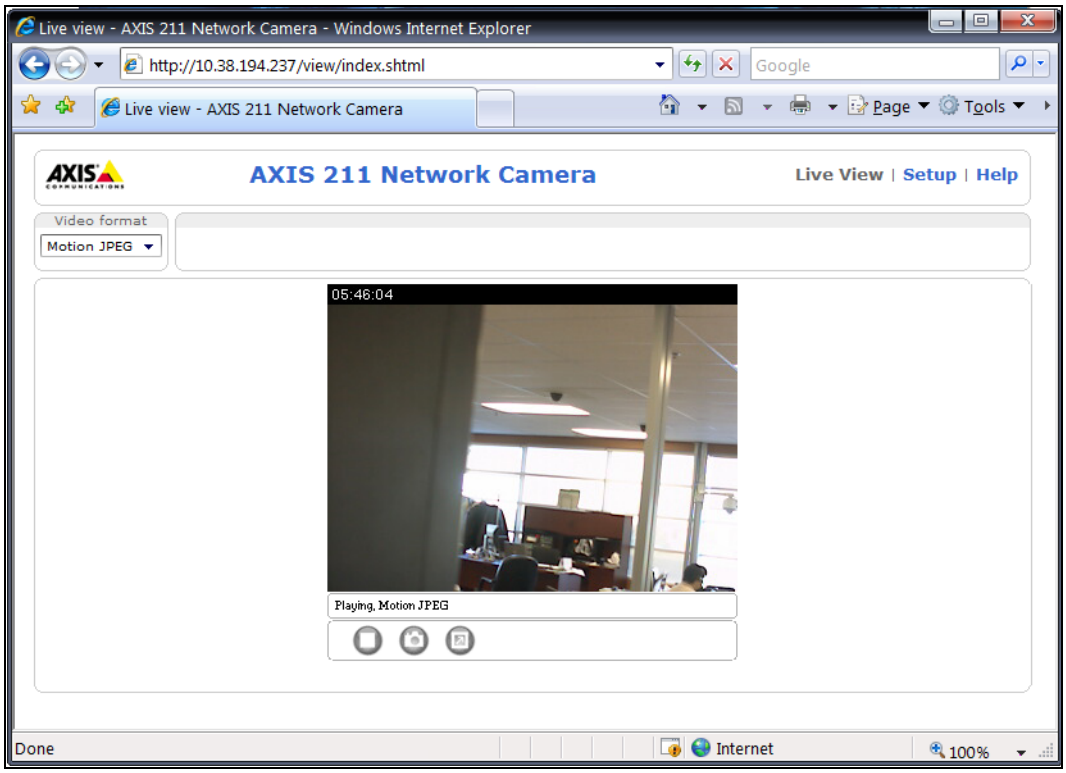
4. Click the **Save** button. Click **Delete** to delete the output for that controller or **Cancel** to cancel the modifications.

Note: For more information on output configuration parameters, please refer to the EntraPass Reference Manual, Chapter 4 - Devices.

WebViews

WebViews allow you to view video camera Web pages preconfigured from EntraPass.

1. From the **WebViews** drop-down menu, select a WebView from the list.



Reports

You can request a historical report of all events or activities that occurred in your building. For example, to see which persons entered into the building or accessed an area during a specific period of time, you can view a historical report.

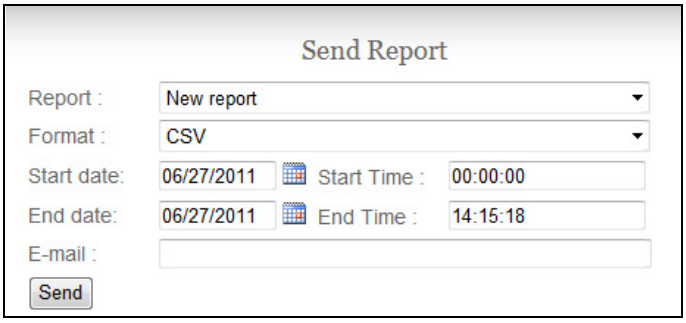
EntraPass Requirement

To be able to request and receive a historical report, make sure that the system administrator has configured the email server parameters. Please refer to the WebStation *Installation Manual*, DN1864, for further details.

Report Requests

1. Click the **Report** tab and select the report type from the drop-down list or create a new one by entering its name in the textbox.

Note: The report list corresponds to the reports that were previously created in EntraPass. For more details on how to create reports, please refer to the EntraPass Reference Manual.

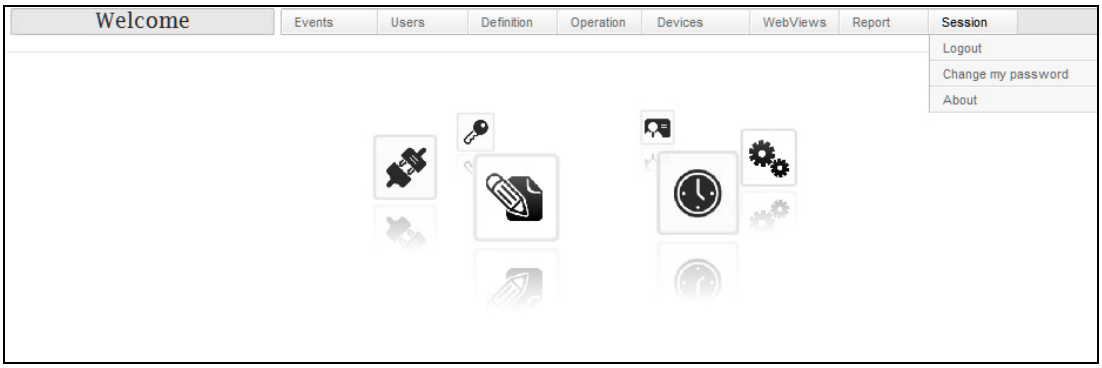


2. Select the **format** from the drop-down list.
   - CSV, PDF, Excel, RTF or Text
3. Select the **Start/End dates** and enter the **Start/End times**.
4. By default, the email of the operator is shown.
5. Click **Send**.

Session

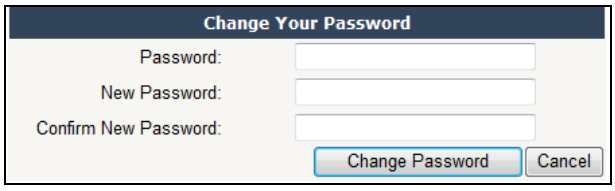
Logout

- Click the **Session** tab and select **Logout** to log out from the WebStation.



Changing Password

- Click the **Session** tab and select **Change my password**.



About

- Click the **Session** tab and select **About**.

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